

JUDICIAL COUNCIL OF CALIFORNIA

Administrative Office of the Courts 455 Golden Gate Avenue San Francisco, California 94102
415-865-4272 Telecommunications Device for the Deaf Web site: www.courtinfo.ca.gov/careers

EMPLOYMENT OPPORTUNITY

JOB TITLE: ACCOUNTING TECHNICIAN

JOB REQUISITION: 2482

LOCATION: SAN FRANCISCO

DEPARTMENT STATEMENT

Reporting to the Supervising Accountant, the Accounting Technician will be responsible for accurately performing accounting operations work in support of various judicial branch agencies.

RESPONSIBILITIES

- Audit invoice and claims for the DRAFT (Dependency Representation, Administration, Funding and Training) program;
- Process invoice and contract payments;
- Prepare and type correspondence, letters, and memos to vendors and internal customers as assigned;
- Answer all telephone and e-mail inquiries from vendors, AOC staff, and the State Controller's Office within a 24-hour time frame;
- Process and complete State Controller documentation related to check inquiries or lost checks;
- Perform monthly account reconciliation;
- Attend bi-weekly DRAFT meetings;
- Provide operational assistance as needed; and
- Perform other duties as assigned.

QUALIFICATIONS

Equivalent to an associate degree, preferably with major course work in accounting, and two years of experience performing accounting operations work such as processing invoices and claims, reviewing documents, assisting in the preparation of periodic reports and financial statements, and other similar work.

Additional directly related experience may be substituted for the education on a year for year basis. Additional directly related college level education may be substituted for the experience on a year for year basis.

This position may require occasional evening and weekend hours.

DESIRABLE QUALIFICATIONS

- Familiarity and experience with Oracle Financial systems, Excel spreadsheets, Microsoft Word, and reconciliation of ledgers or full-charge bookkeeping; and
- Knowledge of reportable reimbursement tax laws, withholding requirements, principals of financial record keeping, and governmental accounting rules and regulations.

HOW TO APPLY

This position will remain open until filled. To complete an online application, please visit our Web site at www.courtinfo.ca.gov/careers/view.htm, select job category "Finance/Accounting/Budget", and search for Job Req #2482, Accounting Technician. This position requires the submission of our official application and response to the supplemental questions attached.

OR

To obtain a printed application, please visit:
Administrative Office of the Courts
455 Golden Gate Avenue, 7th Floor
San Francisco, California 94102-3688
415-865-4272 Telecommunications Device for the Deaf

PAY AND BENEFIT(S)

Salary Range: \$4,009 - \$4,874 per month

Some highlights of our benefits package include:

- Health/Dental/Vision benefits program
- 13 paid holidays per calendar year
- Choice of Annual Leave or Sick/Vacation Leave
- 1 personal holiday per year
- \$105 transit pass subsidy per month
- CalPERS Retirement Plan
- 401(k) and 457 deferred compensation plans
- Employee Assistance Program
- Basic Life and AD&D Insurance
- FlexElect Program
- Long Term Care Program (employee paid/optional)
- Group Legal Plan (employee paid/optional)

The Administrative Office of the Courts is an Equal Opportunity Employer

**SUPPLEMENTAL QUESTIONNAIRE
FOR
ACCOUNTING TECHNICIAN
(Req. #2482)**

This supplemental form is intended to provide more detailed information about your work experience and your answers will allow us to better assess your qualifications as they relate to the position.

1. Briefly describe the scope and extent of your accounts payable experience as it relates to your current position and/or the position where the majority of your accounts payable experience lies. Please include your specific duties, size of the overall organization and accounting unit, and your ability to meet deadlines.
2. Describe your experience, if any, performing reconciliations. Please include the types of reconciliations and your specific duties associated with the process.
3. Describe your experience, if any, working with automated financial record keeping systems. Please list the specific software or systems used and any reports you were responsible for generating.
4. Describe your experience, if any, in reviewing contracts to ensure invoice compliance with the payment terms for contracted vendors.